

Securities Release Request Form

Please fax your completed request to 1300 857 033
OR mail to GPO Box 4799 Sydney NSW 2001

Please allow up to 5 working days for your request to be actioned

Section A: Customer details (If there are more than three borrowers and/or guarantors, please attach an additional copy of this form)

Name (as per account/s) _____ Borrower
_____ Guarantor

Name (as per account/s) _____ Borrower
_____ Guarantor

Name (as per account/s) _____ Borrower
_____ Guarantor

Contact name (if we need to contact you) _____ Email _____

Home phone number _____ Work phone number _____ Mobile phone number _____
(_ _) - - - - - (_ _) - - - - - - - - - - - - - - -

Mailing address for all correspondence

Unit number _____ Street number _____ Street name _____
Suburb _____ State _____ Postcode _____

Section B: Property address(es) or term deposit account name being discharged (If there are more than two addresses or term deposit accounts, please attach an additional copy of this form)

Full Release (when you choose to release all securities associated with your loan)
 Partial Release (when you choose to release some of the securities associated with your loan)

Unit number _____ Street number _____ Street name _____
Suburb _____ State _____ Postcode _____

Unit number _____ Street number _____ Street name _____
Suburb _____ State _____ Postcode _____

Term deposit account name _____
Term deposit account name _____

Reason for releasing security(s) Property sold
 Home loan facility to be refinanced
 Home loan facility repaid in full

Property sold
Will you be releasing the above securities under a 90-Day Option arrangement? Please note that 90-Day Options are only available on Revolving loans. No
 Yes

Home loan facility to be refinanced or property sold
If you are refinancing your home loan or have sold your property, what is your preferred settlement date? ____ / ____ / ____ - ____
Your refinancing bank, solicitor or conveyancer will need to contact Citibank on 13 24 84 at least 5 working days prior to settlement to book a settlement date

Home loan facility repaid in full
If your home loan account(s) are repaid in full, do you want Citibank to register the discharge of mortgage at the Land Title Office? No (We will forward the title deeds and discharge of mortgage to you. However, you will need to complete the registration of discharge of mortgage with the Land Title Office.)
 Yes (Government discharge registration fee, applicable Citibank fee plus solicitor's fee will apply)

Please hand all deeds and documents connected with the property(s) to _____
Provide name of refinancing bank, solicitor or conveyancer

Section C: Details of home loan account/s being changed *(If there are more than four accounts, please attach an additional copy of this form)*

Account _____ is being paid out in full Yes No ▶ Reduce limit to _____

Account _____ is being paid out in full Yes No ▶ Reduce limit to _____

Account _____ is being paid out in full Yes No ▶ Reduce limit to _____

Account _____ is being paid out in full Yes No ▶ Reduce limit to _____

Section D: Solicitor/conveyancer details *(Complete this section if you are using a solicitor or conveyancer)*

Solicitor/conveyancer name _____

Contact name _____

Phone (_ _) - - - - - Mobile - - - - - Fax (_ _) - - - - -

Unit number _____ Street number _____ Street name _____

Suburb _____ State _____ Postcode _____

Section E: Additional information

Do you have any existing Bank Guarantee(s) secured by any of the above home loan account(s)? Yes No
(Citibank requires that the original Bank Guarantee is returned prior to settlement. To make alternate arrangements for the Bank Guarantee, contact CitiPhone Banking on 13 24 84)

Do you require Section 27 details to be forwarded to you prior to settlement? Yes No
(This question is for Victorian residents only, where a sale of property is involved with the discharge of mortgage transaction)

Section F: Discharge authorisation

I/We authorise Citigroup Pty Limited (ABN 88 004 325 080) to:

- discharge the mortgage over the property(s) listed above on payment of sufficient funds including any applicable fees and charges in accordance with the Citibank Home Loan Facility Agreement - Details to reduce or repay in full my/our total debt in regards to the loan(s).
- authorise Citigroup Pty Limited and its agents to deal with and provide payout figure(s) to the solicitor / conveyancer / refiner named above in all dealings with the discharge of the mortgage including attending settlement and receiving original title deeds.

I/We also agree to be liable for any outstanding amount if there has been any error made in calculating the settlement amount.

I/We understand and agree that Citigroup Pty Limited will place a hold on my/our home loan account(s), which will allow for no further withdrawals.

Full name of borrower(s) and guarantor(s) of the security	Signature	Date
		__ / __ / ____
		__ / __ / ____
		__ / __ / ____
		__ / __ / ____

IMPORTANT INFORMATION - To ensure the payout amount does not change prior to settlement, Citibank will suspend all your home loan account(s) **five** working days prior to the settlement date. We strongly recommend that you make alternative banking arrangements to meet your transactional needs prior to your accounts being suspended and then closed.

Office use only *(Signature/s verified by)*

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Things You Need to Know When Releasing a Security

Please take the time to read the following important information concerning your banking arrangements following the release of your security.



Booking Settlement

- To obtain a payout amount for your home loan account(s), please forward your completed Security Release Request form to Citibank allowing five working days for preparation of the release of security and the payout amount to be calculated.
- Please note, the booking to arrange the release of security must be made at least five working days in advance of your settlement date.
- To ensure the payout amount does not change prior to settlement, Citibank will suspend all account(s) within the home loan facility five working days prior to the settlement date.



Release of Security Fees & Charges

- For all fees and charges associated with the release of security, please refer to your Citibank Home Loan Facility Agreement - Details.



90 Day Option Arrangement

- A 90 Day Option arrangement is only available on Revolving Loans and is generally requested when you have sold your existing property, but you have not found a new property to secure the loan. You have 90 days from release of the existing security to find the new property and notify Citibank.
- If you have ticked the yes box for a 90 Day Option arrangement then, five working days before the existing security is released, all accounts within your home loan facility will be suspended.

Your account will continue to be suspended during the 90 day period until a new property is added to your facility and up to 5 working days after the settlement of the new property.

Please note you will not be able to use your account(s) once the suspension is in place until the new security is provided, so you may like to make alternate banking arrangements for this period.

- If you do provide an acceptable security within the 90 day period and settlement has occurred, we will automatically refund the Discharge Administration fee and any Deferred Establishment fee charged when the existing security was released.
- If the 90 day period has expired and we have not heard from you, we will automatically close your home loan account(s) and send you your closing statement(s).



Alternate Banking Arrangements When An Account is Closing

- We strongly recommend that you make alternative banking arrangements to meet your transactional needs prior to any or all of your account(s) being closed. To view Citibank's range of savings accounts please visit www.citibankcom.au or call CitiPhone Banking on 13 24 84.
- **Offset Savings** – If you have a Citibank Offset Mortgage account, the Offset Savings account will also close following the closure of your Offset Mortgage account.
- **Salary** – You will need to contact your payroll officer to make alternate arrangements for

your salary payments, and ensure that these arrangements are in place five working days prior to settlement.

- **ATM** – We suggest you withdraw enough money from your account(s) to cover normal expenses leading up to your security release settlement, prior to the payout amount being calculated. Remember, once the payout amount has been calculated, your account(s) will be suspended and you will not be able to access any available funds.
- **Direct Debits and Direct Credits** – These transactions may include insurance payments, periodical debits, funds transfers, rental payments, Centerlink payments, family assistance payments etc. You will need to contact all the relevant parties to make alternate payment arrangements for your direct debits and direct credits five working days prior to settlement.
- **Credit Card Payments** – If you have a Citibank Visacard or Mastercard that is paid each month by debiting your home loan account(s), please contact CitiPhone Banking on 13 24 84 to make alternate arrangements for your credit card payments five working days prior to settlement.
- **Citibank Credit Card Closure** – If you want to close your credit card, please contact CitiPhone Banking on 13 24 84 to obtain a payout amount for your Citibank credit card and details of how the payment can be made. The payout of your Citibank credit card is not included in the repayment of your home loan.



Suspension of transactions

- Once a settlement date has been booked (either for a full or partial release of security) Citibank will calculate your payout amount. To ensure the balance does not change prior to settlement, Citibank will suspend all account(s) within the home loan facility five working days prior to the settlement date. Please note you will not be able to access any funds in your account(s) once the suspension is in place.

If the request is for a partial release of security, all account(s) within the home loan facility will remain suspended up to 5 working days after the settlement date.

- **Withdrawals** - The suspension means the account(s) will no longer allow funds to be withdrawn by cheque, Visa Debit Citicard, Citibank On-line, Telephone Banking, direct debit or by redraw.
- **Deposits** – Deposits to your account(s) will be accepted up to the day your account(s) are closed. Any deposit made to your account(s) that are not cleared by the date your payout amount is calculated cannot be used to reduce your payout amount. Any credit balance remaining when the account(s) are closed will be returned to you within 10 working days as a bank cheque. This includes any balances in your Offset Savings account.
- **Citibank Credit Card** – Your Citibank credit card is not affected by the release of your security, and therefore will not have any hold placed on the account.
- **Visa Debit Card** - Please ensure you cancel any regular payment authorities that are linked to your Visa Debit card account. Citibank is unable to cancel these authorities on your behalf, as they are agreements between yourself and your merchant.



Closing Statement(s)

- Your closing statement(s) will be issued to you within 10 working days of your release settlement date.
- **Paper Statement(s)** - If you have been receiving your statement(s) by mail, please advise us of any change in address prior to your settlement, to ensure you receive your closing statement(s) and any cheques if applicable.
- **Electronic Statement(s)** - If you have been receiving your home loan statement(s) electronically, your closing statement(s) will be available at Citibank Online. If you will no longer have access to Citibank Online, please contact CitiPhone Banking on 13 24 84, to arrange a copy to be mailed.